

STOREKEEPER

Duties

Under supervision, to perform duties such as to receive, store, and/or issue materials and supplies in a storeroom and tool house; to handle equipment, materials, and supplies for tool houses, and distribute same to authorized employees; and to perform related work as required.

Typical Tasks

Is responsible for the receiving, storing, issuing and delivering of materials, supplies and equipment; checks materials received; checks with operating officials and vendors to coordinate delivery dates and correct errors; maintains adequate stock levels; maintains perpetual and periodic inventories; provides information as to materials in stock and prices; keeps records on tools and miscellaneous small equipment; records and summarizes vehicle operating expense; occasionally makes trips to outside vendors to order stores items; may supervise a stock clerk.

Minimum Qualifications

Completion of the twelfth grade, and two years of experience in responsible storekeeping or such combination of education and experience as may be accepted as equivalent by the Civil Service Board.

Knowledge of storeroom and stock control methods and procedures; ability to estimate future supply needs and to develop procedures for insuring that adequate stocks are available; ability to keep accurate records.

Anlst:	Date:
Union:	Pay:
CSB:	Class:
CC:	Res: